



**U.S. Department of the Interior**  
**"To-Be" Trust Business Model**  
**Process Template**

**Title: Assess & Research Response**

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

**Process Number**

**O.2.5**

**Process Definition** *Provide an overview of the process and define its starting and ending points*

<b>1.1 Starts With</b>	Survey Services receives an official request for a cadastral service.
<b>1.2 Process Overview</b>	<p>This process involves determining the type of cadastral service needed to adequately respond to request. Cadastral service includes cadastral surveys, land status (with jurisdiction falling within managing Bureau/Agency), and GCDB/CGIS. Also, the determination of who will complete the service is made, in-house or licensed federal surveyor.</p> <p>Survey Services National Coordinator receives official request for cadastral service and assigns a priority ranking in CARS</p> <p>National Coordinator notifies appropriate Cadastral Chief of Survey Services of official request that is prioritized within the list of survey services for the fiscal year and funded</p> <p>Cadastral Chief or designee assigns a Cadastral Surveyor to be responsible for the request</p> <p>Cadastral Surveyor within Survey Services reviews request</p> <p>Cadastral Surveyor conducts research</p> <p>Cadastral Surveyor determines type of cadastral service that will fulfill the request</p> <p>Cadastral Surveyor determines how to achieve service – in-house or by licensed federal surveyor under direction and control of Survey Services</p> <p>Cadastral Chief directs the Cadastral Surveyor to write the specials and/or assignment instructions for the survey, if that is the service needed</p> <p>Cadastral Surveyor either assembles in-house team to complete request, or commercial activity is outsourced</p> <p>Cadastral Surveyor selects a licensed federal surveyor from the list of accredited licensed federal surveyors, if necessary</p> <p>Commercial Activity Inspector (CAI) develops the contract</p>
<b>1.3 Stops With</b>	Cadastral service has been determined and is assigned for completion.

**2. Trust Business Objectives** *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

<b>Goal/Objective</b>
Goal 2: Tribal self-governance and self-determination that increase participation in managing assets
Goal 3: Ownership information that is accurate, timely, and reliable
Objective 3.1: Surveys – Establish accurate and current surveys to ensure correct boundaries for trust individual and tribal lands and any resulting revenue distribution.



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**3. How should Beneficiaries be involved in this process?**

**Beneficiary Involvement**

Beneficiaries may provide information on previous surveys.

**4. Organizations, Offices and Roles.** Identify the DOI organizations and related roles that should be involved in performing the process.

**4.1 DOI Organizations.** Identify the DOI organizations, offices and individual roles that contribute to this process.

DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.

Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.

All individual roles that contribute, in a significant manner, should be identified.

Organization	Office	Role	Contribution
Survey Services	Washington Office		Coordinator receives the official request in the priority system (CARS) and gets a ranking for the survey.  Washington Office directs the Cadastral Chief to complete the job, based on the ranking.
Survey Services	State Office		Receives official request and directs someone to write the specials and assignment instructions.  If the regional Cadastral Surveyor is the one to do the survey, the backup for regional contact is the Cadastral Chief to handle any new requests.  If a licensed federal surveyor is used, Cadastral Chief assigns a CAI.
Survey Services	State Office		Receives a protest from the requestor if they disagree with the survey results. (Protest and Appeal process)



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Organization	Office	Role	Contribution
Survey Services	Field Office		Reviews request, conducts research, determines type of service to fulfill request (survey or GCDB/CGIS. Looks at available resources to complete the survey service, finds an in-house team or outsources the commercial activity. Writes special and assignment instructions for cadastral survey.
Survey Services	Field Office		CAI administers contract with licensed federal surveyor.

**4.2 External Organizations.** Identify the non-DOI organizations that support the execution of or contribute to this process.

External Organization	Contribution
Licensed federal surveyors	Under the direction and control of DOI, completes the cadastral service. These surveyors have been accredited by DOI to perform cadastral work.
OHA	Holds hearings and issues Interior Board of Land Appeals (IBLA) Decisions on appeals.



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- 5. Event(s)** Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).

Event	Description	Estimated Frequency
Official Request is received at the Washington Office of the Survey Services	A new official request is received within the priority list and database (CARS).	
30-day Public Notice period	Once a survey is completed, there are 30 days between approval and filing, anyone with standing can challenge the survey results. If successfully challenged, corrective actions will be taken.	
A Protest is filed	After the 30 Public Notice period, the survey is officially filed and anyone with standing can protest the survey results. The Deciding Official will rule on the protest.	
An Appeal is filed	Once a decision is made on a protest, that decision may be appealed to the IBLA. The process must start again to review and research the appeal. If IBLA denies the appeal, the new survey remains the official record.	
Appeal is found for the plaintiff	If appeal is upheld, the new survey is changed, corrective measures are taken, and a new plat and notes are filed. 30 day Public Notice process starts over again at this time.	

- 6. Inputs and Outputs.** Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.

**6.1 Inputs**

Input	Description
Official Request	Request is prioritized by the Cadastral Surveyor (working with Regional Office), timeframe and approximate cost established, and forwarded to the Washington Office of Survey Services by the Cadastral Surveyor.



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Input	Description
Protest	A formal protest can be made to a completed survey.
Appeals notice	If a protest is denied, anyone with standing can appeal the survey results.
IBLA Decision	Decision on appeal process.

**6.2 Outputs**

Output	Description
Prioritized, ranked, and funded survey service official request	Survey Services National CARS Coordinator receives official request for cadastral service and CARS assigns a priority ranking. National CARS Coordinator notifies appropriate Cadastral Chief of Survey Services of official request that is prioritized and funded.
Cadastral surveyor assigned	Cadastral Surveyor within Survey Services reviews request. Cadastral Surveyor conducts research. Cadastral Surveyor determines type of cadastral service that will fulfill the request. Cadastral Surveyor determines how to achieve service – the surveyor will either provide a list of licensed federal surveyors to perform service under direction or control of Survey Services to the requestor, or an in-house team is assembled. Cadastral Surveyor reviews accredited list of licensed federal surveyors, if necessary.
Special Instructions	Cadastral Chief or designee directs someone to write the specials for the survey, if that is the service needed.
Assignment Instructions	Cadastral Chief or designee directs someone to write the assignment instructions for the survey, if that is the service needed.
Team assembled	Cadastral Surveyor either assembles in-house team to complete request, or contracts with licensed federal surveyor from list.
Contract for licensed federal surveyor	CAI and contracting officer develop the contract for licensed federal surveyors.
Response to appeal notice	Written response is sent to appellant, original requestor, and solicitor stating the position of Survey Services based on further review and research of an appeal.



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## 7. Fiduciary and Legal Obligations and Controls

### 7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
15 USC 7001 Electronic Signatures in Global & National Commerce Act		Provides legality of electronic signatures
16 USC 474		Provides that surveys, field notes, and plats of National Forests will be approved by BLM Chief Cadastral Surveyor.
16 USC 488		All standard, meander, township, and section lines of the public lands surveys shall be established under the direction and supervision of BLM Chief Cadastral Surveyor, except that where the exterior boundaries of National Forest are required to be coincident with standard, township, or section lines, such boundaries, be established and marked under the supervision of the director of the USGS.
25 USC 176		Provides that surveys of Indian lands shall be under the direction and control of the BLM and as nearly as may be in conformity to the rules and regulations under which other public lands are surveyed
25 USC 180		Settling On or Surveying Lands Belonging to Indians By Treaty, Provides penalties for anyone other than the Federal government to settle on or to survey or attempt to survey lands belonging to any Indian tribe
25 USC 450 (f) Indian Self-Determination and Education Assistance Act, PL 93-638 as Amended		Provides for maximum Indian participation in government, education, programs, services, and to encourage the development of the human resources of the Indian people
25 USC 2201 Indian Land Consolidation Act (ILCA), as Amended		Prevent further fractionation of trust allotments and to consolidate fractional interests... into usable parcels
43 CFR 4.400-4.478		Protest and Appeal process, Subpart E



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Obligation	Source	Business Impact
43 CFR 9180		Cadastral Survey, Identifies the authority for surveying, and the instructions and methods for surveys
43 USC 2		Provides that the Secretary of the Interior or such officer as he may designate should perform all duties of surveying and patenting of the public lands and private claims, contains instructions
43 USC 52		Surveying Duties, Provides that the Secretary of the Interior or such officer as he may designate shall engage skillful surveyors, and frame regulations not inconsistent with law or the instructions of the BLM. Cause to be surveyed public lands to which the Indian title has been or may be extinguished, contains instructions
43 USC 751		Rules of Survey, contains instructions
43 USC 752		Boundaries and Contents of Public Lands; How Ascertained, contains instructions
43 USC 753		Lines of Division of Half Quarter Sections; How Run, contains instructions
43 USC 772		Provides authority for the Secretary of the Interior to conduct resurvey or retracement of the surveys of public lands, contains instructions
43 USC 1701 and 1761-1771 Federal Land Policy and Management Act of 1976, As Amended (FLPMA)		To establish public land policy; to establish guidelines for its administration; to provide for the management, protection, development, and enhancement of the public lands; and for other purposes
43 USC 1738		Authorization to enter into contracts for aircraft, and supplies and services, prior to the passage of an appropriation therefore, for airborne cadastral survey and resource protections operations
Acts of Congress		Changes business processes (i.e. private relief bills)
Case Law (112 DM 13)		Precedential decisions
Executive Orders		May affect boundaries





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Obligation	Source	Business Impact
Federal Court Order and Decisions		May affect boundaries
Interior Board of Land Appeals (IBLA)		May affect boundaries
Manual of Survey Instructions of the Public Lands of the United States, 1973		BLM Manual of Survey Instructions, adopted into law by western states
Office of Management and Budget (OMB) Circular No. A-16, Revised August 19, 2002		Describes the responsibilities of the Federal agencies with respect to coordination of Federal surveying, mapping, and related spatial data. The Department of the Interior is responsible government-wide for the coordinated planning and execution of those functions related to the Public Land Survey System
Office of Management and Budget (OMB) Circular No. A-76, Revised May 29, 2003		Establishes federal policy for the competition of commercial activities. Any outsourcing activities must follow this policy
Secretarial Orders		May affect boundaries
Secretarial Order 2225		Delegation of Authority
Tribal Land Use Policy		Land use ordinances that describe long-range goals and objectives for land use on reservations
Tribal Ordinance		Specific ordinances that address specific questions
Treaties		Legal instrument providing Tribes with land and recognition of Indian Tribes as Nations
Uniform Electronic Transactions Act		Provides legality of electronic records, electronic signatures and electronic contracts

**7.2 Controls**

*Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).*

Control	Reason	Description
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Control	Reason	Description
Indian Trust Lands Boundary Standards		Provides a set of guidelines and policies to be followed when conducting any survey activity associated with Indian land. This will provide standardization across all Indian country.
757 DM 2.3C PLSS		The PLSS is the responsibility of BLM. The BLM has the authority to survey all Federal interest lands, trust territories, and Indian Lands
757 DM 2.7B Lead Bureau		The BLM is responsible for the establishment and maintenance of a system for storage and dissemination of survey data for use by local and national realty, land title, and mapping interests. BLM is the custodian of the official USPLSS records. BLM is specifically required to execute cadastral surveys for BIA on Indian reservations.
757 DM 2.7C Coordination		All bureaus and offices shall submit their requirements for cadastral surveys to BLM.

**8. Mechanisms (Systems of Record)** Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
Integrated Data	Request tracking and ownership data.
National Integrated Land System (NILS)	Integrates survey data with parcel-based land records in an enterprise GIS spatial environment. Eventually, legal land descriptions will come from this database. This Cadastral Geographic Information System (CGIS) includes all documents and data affecting the cadastral layer of a GIS.
Cadastral Automated Ranking System (CARS)	Provides a national and regional status of prioritized and ranked pending cadastral survey services.



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**9. Inter-Process Relationships** Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.

**9.1 Predecessors.** Predecessors are processes that either produce information required by this process or that result in the need to execute this process.

Process No.	Name	Condition of Relationship
O.2.4	Request Cadastral Service	Request will always come from this activity, if not an appeal.
O.2.7	Distribute Survey Services Information	Request will come from this activity, if the results of a survey are protested or appealed.

**9.2 Successors.** Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.

Process No.	Name	Condition of Relationship
O.2.6	Conduct Cadastral Service	The output of O.2.5 moves to this activity.

**10. Comments** Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)

Category	Comment